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**315.60****Budget Revisions**

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**Introduction** The budget is part of the formal contract between the agency and the Iowa Department of Public Health. Revisions to the budget must follow this policy.

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**When approval is required** Prior written approval is required for the following budget revisions:

- Budget line changes that exceed the maximum 10% on a cumulative basis require written authorization by the Department. Anticipated expenditures against a budget line not previously approved require a written request for a contract amendment.
- Acquisition of an additional item of equipment in Budget Category C (see Policy 340.10 for the definition of equipment).
- An additional out-of-state trip or additional staff on a previously approved out-of-state trip in Budget Category D.

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**Budget revision process** The table below summarizes the actions needed for budget revisions:

IF...	THEN...
Budget line changes exceed the maximum 10% on a cumulative basis	<ul style="list-style-type: none"><li>• Submit a letter requesting a contract amendment and a summary of the proposed change(s), and</li><li>• A revised budget summary page.</li></ul>
An additional item of equipment is purchased in Budget Category C	<ul style="list-style-type: none"><li>• A letter summarizing the proposed addition, and</li><li>• A revised budget summary page.</li></ul>
An additional out-of-state trip is planned or an additional staff member will attend a previously approved out-of-state trip in Budget Category D	<ul style="list-style-type: none"><li>• A letter summarizing the proposed change, and</li><li>• A revised budget summary page.</li></ul>

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## Budget Revisions, continued

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<b>Deadline for request</b>	Submit a budget revision request before the end of the contract period. WIC staff will normally make a decision within two weeks of receiving the request.
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<b>Address for request</b>	Address all budget revision requests to: WIC Program Planner Bureau of Nutrition & Health Promotion Iowa Department of Public Health Lucas State Office Building 321 East 12 <sup>th</sup> Street Des Moines, IA 50319
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